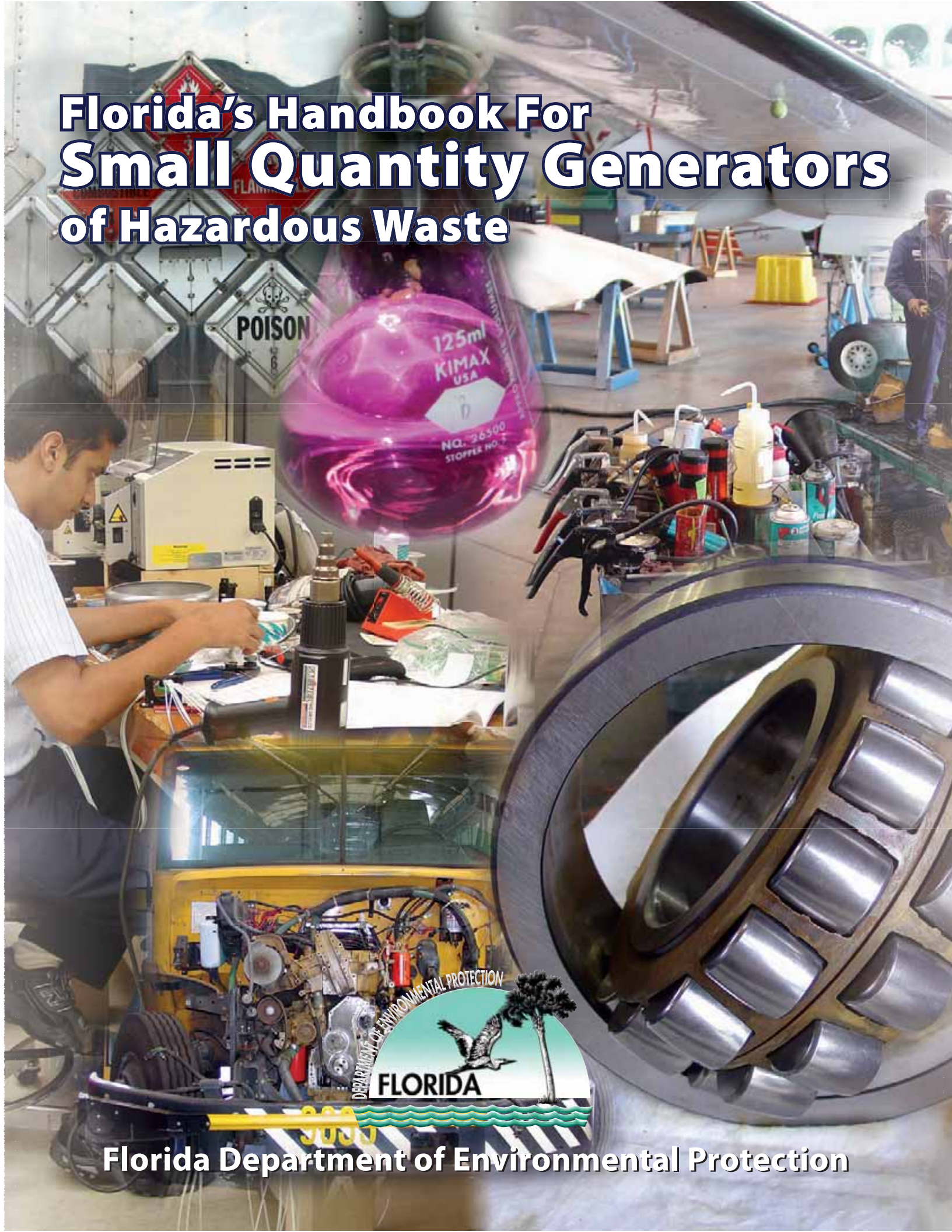


Florida's Handbook For Small Quantity Generators of Hazardous Waste



Florida Department of Environmental Protection

Definitions

Acute Hazardous Waste: very toxic waste which can be fatal to humans in small amounts. (Refer to 40 CFR 261.31-261.33.)

Aquifer: a geological formation, group of formations, or part of a formation capable of yielding a significant amount of groundwater to wells or springs.

Conditionally Exempt Small Quantity Generator (CESQG): a business/facility that generates less than 100kg (220 pounds) of hazardous waste in a calendar month.

Container: any portable device in which a material is stored, transported, treated, disposed of or otherwise handled.

Contingency Plan: a document setting out an organized, planned, coordinated course of action to be followed in case of fire, explosion, or release of a hazardous waste or its constituents which could threaten human health or the environment.

Disposal: the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid or hazardous waste into or on any land or water so that such solid or hazardous waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

EPA Hazardous Waste Number: the number assigned by the Environmental Protection Agency (EPA) to each hazardous waste listed in 40 CFR Part 261, Subpart D and to each hazardous waste characteristic identified in 40 CFR Part 261, Subpart C.

EPA Identification Number: the number assigned by the EPA to each generator, transporter, and treatment, storage, or disposal facility.

Freeboard: the vertical distance between the top of a tank or surface impoundment dike, and the surface of the waste contained therein.

Generator: any person, by site, whose act or process produces hazardous waste identified or listed in 40 CFR Part 261 or whose act first causes a hazardous waste to become subject to regulation.

Hazardous Waste: A solid, liquid, or gas that can pose a substantial or potential hazard to human health or the environment when improperly managed. Defined in 40 CFR Part 261.

Incompatible Waste: a hazardous waste which is unsuitable for:

- placement in a particular device or facility because it may cause corrosion or decay of containment materials (e.g., container inner liners or tank walls); or
- commingling with another waste or material under uncontrolled conditions because the commingling might produce heat or pressure, fire or explosion, violent reaction, toxic dusts, mists, fumes, or gases, or flammable fumes or gases. (See 40 CFR Part 265, Appendix V for example.)

Manifest: the shipping document EPA form 8700-22 and, if necessary, EPA form 8700-22A, originated and signed by the generator in accordance with instructions included in the Appendix to 40 CFR Part 262.

Manifest Tracking/Document Number: a unique tracking number, pre-printed on the manifest by the forms printer.

Small Quantity Generator (SQG): a business/facility that generates between 100 and 1,000kg (220 - 2,200 pounds) of hazardous waste in a calendar month.

Transporter: a person engaged in the off-site transportation of hazardous waste by air, rail, highway, or water.

Used Oil: any oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical or chemical impurities.

Acronyms

CESQG	Conditionally Exempt Small Quantity Generator
DEP	Florida Department of Environmental Protection
EPA	Environmental Protection Agency
FAC	Florida Administrative Code
MSDS	Material Safety Data Sheet
PCW	Petroleum Contact Water
RCRA	Resource Conservation and Recovery Act
SQG	Small Quantity Generator
SWIX	Southern Waste Information Exchange
CFR	Code of Federal Regulations
UN/NA	United Nations/North American Hazardous Materials Code
P2	Pollution Prevention
DOT	Department of Transportation
LQG	Large Quantity Generator

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Pollution Prevention

Pollution Prevention is a feasible strategy to eliminate or reduce the use of harmful substances at the beginning of the processes employed to produce goods and services. This strategy leads to increased profits, protection of worker health and the environment, and minimized risk and potential liabilities. Facilities that effectively manage the types of raw materials used and minimize waste generated are more competitive, more profitable, and an asset to the community.

Did you know that you always remain responsible for the hazardous waste you generate? By learning more about hazardous waste disposal, you can eliminate some of the worries associated with this liability.

As counties and the Florida Department of Environmental Protection (DEP) increase their education, compliance and enforcement efforts, more Small Quantity Generators (SQG) will receive on-site visits. Site visits are made to assess your ability to manage and properly dispose of your hazardous waste. By using resources such as this publication, you can learn how to protect the environment and avoid costly penalties that may be imposed for environmental infractions.

Sending your hazardous waste off-site for proper management can be expensive. These costs will only increase as time goes on and as regulations become stricter. This means that learning about proper waste management and disposal options not only helps the environment, but also your budget.

Pollution Prevention (P2) is the best approach. While the elimination or reduction of all wastes may not be currently feasible, this handbook provides some simple suggestions to get you started.

If you would like more information or technical assistance on pollution prevention, contact DEP's Hazardous Waste Regulation Section at 850-245-8707. Remember, it's to your advantage to eliminate or reduce your hazardous waste and toxic emissions. Visit <http://epa.gov/epawaste/index.htm> for EPA's Wastes Information page.



Pollution: the contamination of air, soil, or water by the discharge of harmful substances.

P2: the efficient use of resources (such as energy, raw materials, and water) to reduce or eliminate production and the subsequent discharge of substances that could harm our community.

Inventory Management

- Take an inventory of all hazardous chemicals used. Consider if you need them.
- Purchase fewer toxic chemicals.
- Purchase only the quantity that you need.
- Tightly cover any storage containers holding volatile chemicals.

Process Modification

- Use more non-toxic chemicals as raw materials.
- Modify processes to eliminate or reduce hazardous emissions and waste generation: e.g. reduce the water flow in cleaning operations, replace water cleaning with mechanical methods, or install closed-loop systems for recycling process wastewater.
- Improve equipment efficiency.
- Perform regular preventive maintenance on equipment.
- Involve employees and get feedback from them.

Recovery and Reuse

- Recover and recycle hazardous waste on-site (e.g. use a solvent still to recover used solvent).
- Reuse waste in the process (e.g. combine waste paints to create "black" undercoat).
- Participate in a waste exchange (see below).

Waste Exchange

A network of waste exchanges exists throughout the country. In the southeastern region, there is the Southern Waste Information Exchange (SWIX). By contacting the waste exchange, your waste may be listed in a publication that is circulated to other generators, recyclers and waste brokers. If a business can use your waste, you will be contacted through the exchange.

This alternative can help reduce your waste management costs. For further information, contact:

Southern Waste Information Exchange, Inc.
P.O. Box 960
Tallahassee, Florida 32302
800-441-7949
<http://www.swix.ws/>



Why Should I Be Concerned About Small Quantities of Hazardous Waste?

Introduction

Because of Florida's shallow aquifer, even small amounts of hazardous waste can seep into the groundwater and contaminate the drinking water supply.

The purpose of this handbook is to provide information to businesses, industry and public agencies that may be generators of small quantities of hazardous waste and to inform them of their responsibilities for proper hazardous waste management.

This handbook will help you to determine:

- Whether or not you generate hazardous waste.
- If your wastes are regulated under Florida law.
- What you must do to comply with state and federal regulations as a small quantity generator.
- How to manifest your hazardous waste for shipment.
- How to dispose of your hazardous waste properly.

Resource Conservation and Recovery Act

In 1976, the U.S. Congress enacted the Resource Conservation and Recovery Act (RCRA) to protect public health and the environment from improper management of hazardous waste. RCRA was primarily written to regulate hazardous waste managed by the larger generators. Since the initial enactment, RCRA has been amended to regulate the previously exempted small quantity generators.



Small Quantity Generator Regulations

The State of Florida adopted by reference the federal regulations governing small quantity generators. The EPA published these regulations in the Federal Register on March 24, 1986. The small quantity generator (100-1,000 kilograms of waste per calendar month) is required to:

- obtain an EPA/DEP identification number;
- accumulate no more than 6,000 kilograms (13,200 pounds) of hazardous waste
- store wastes for no longer than 180 days;
- label containers;
- train personnel to handle hazardous wastes;
- put the date on hazardous waste containers;
- keep containers closed;
- use a multiple copy manifest;
- implement Preparedness and Prevention Plans;
- use a DEP-registered transporter for off-site shipment of hazardous waste;
- dispose hazardous waste only at a permitted RCRA facility;
- maintain copies of for all manifests for a period of three years;
- file an exception report if the original manifest is not returned from the disposal facility within 60 days of the date the waste was shipped;
- Manage containers holding hazardous waste so they are in good condition and do not leak or deteriorate;
- conduct and document weekly hazardous waste container inspections.



Businesses in these types of activities are likely to produce hazardous waste:

- Repair and maintenance of motor vehicles
- Electroplating
- Operation of printing and copying equipment
- Dry cleaning and laundering services
- Processing photographs
- Operation of laboratories
- Medical facilities
- Building, construction, and demolition
- Fiberglass operations
- Boat Builders
- Pest control services
- Preserving wood
- Making or refinishing furniture



Hazardous waste can be generated when:

- Waste such as printing inks, paints, spent solvents, waste degreasers, cleaning compounds, or by-products of chemical processes are discarded or have an expired shelf life.

or

- Products containing hazardous materials are damaged during shipment.



How Can I Determine if I Have Hazardous Waste?

All generators of waste are required by law to identify and evaluate their waste. Some wastes are specifically listed in "Identification and Listing of Hazardous Wastes," 40 CFR Part 261. Other wastes may be regulated because they exhibit certain characteristics (ignitability, corrosivity, reactivity, toxicity).

Are my wastes specifically listed as hazardous waste?

The EPA lists hazardous wastes in 40 CFR 261.33. These wastes come from non-specific or specific sources or are discarded or off-spec commercial chemical products and residues. Some listed wastes are very toxic, even in small amounts. These are called acute hazardous wastes.

Does my waste exhibit a hazardous characteristic?

Your waste may not be a listed hazardous waste but may be identified as a characteristic hazardous waste if it exhibits any of the following characteristics:



1. Ignitability: Waste liquids with a flash point of less than 140°F and alcohol content of 24% or more; waste non-liquids that can cause fire through friction, absorption of moisture or spontaneous chemical changes; waste ignitable compressed gases. Examples are solvents, paint thinners and oxidizers. The hazardous waste number is D001 (40 CRF 261.21).



2. Corrosivity: The waste must be a liquid and have a pH of less than or equal to 2.0, or greater than or equal to 12.5. Examples are acids and caustics. The hazardous waste number is D002 (40 CRF 261.22).



3. Reactivity: The waste is reactive to water, shock, heat, or pressure, or undergoes a rapid or reaction. Examples are perchlorates, peroxides, and cyanides. The hazardous waste number is D003 (40 CRF 261.33).



4. Toxicity Characteristic (TC): This category includes eight heavy metals and thirty-two organic chemicals, including ten pesticides. Wastes in this category need only contain very small amounts (parts per million) of arsenic, lead, mercury or one of the other heavy metals; organics such as benzene, trichloroethylene, perchloroethylene, vinyl chloride, or methyl ethyl ketone; or one of the ten pesticides. These have hazardous waste numbers D004 - D043 (40 CRF 261.24).

Steps for waste identification:

- Check the MSDS (Material Safety Data Sheet) for product information.
- Check with your supplier/manufacturer.
- Read the product label.
- Compare product information with the listed wastes and hazardous waste characteristics in 40 CFR part 261.

Still confused on identifying your wastes?

You may have accumulated waste that you suspect to be hazardous, but for some reason the product information is not available. Your only alternative is to have a commercial testing laboratory sample and test your waste.

You should ask the lab to perform only those tests needed to determine the waste type and the hazardous characteristics. The cost of analysis will depend upon the complexity of the tests needed to determine whether or not the waste is hazardous. Reduce your analytical costs by providing the laboratory with as much information as possible on the constituents of the waste.

Should I notify DEP of my hazardous waste?

Small Quantity Generators of hazardous waste must notify the Florida Department of Environmental Protection (DEP) of their activities. This is done by submitting EPA Form 8700-12FL, Notification of Regulated Waste Activity. Forms and instructions can be obtained by contacting DEP or from the web:

Hazardous Waste Notification Coordinator
Hazardous Waste Regulation Section
Department of Environmental Protection
2600 Blairstone Rd MS 4560
Tallahassee, Florida 32399-2400
850-245-8707
http://www.dep.state.fl.us/waste/quick_topics/forms/pages/62-730.htm



How Do I Determine if I Am a Small Quantity Generator?

The law says:

A small quantity generator is one who generates less than 1,000 kilograms (kg) of hazardous waste in a calendar month. RCRA further refines this category into two separate groups:

- 100-1,000kg/month (220-2,200 pounds) small quantity generators (SQG).
- Conditionally Exempt Small Quantity Generators (CESQG) - 100kg/month (220 pounds) or less.

Which category does my business belong to?

The amount of all hazardous waste generated and/or accumulated at your place of business will determine your category. Each category has its own requirements for waste management.

To determine the correct generator status, each generator is required to count any hazardous waste that is:

- Accumulated prior to recycling, transporting, treatment or disposal.
- Transported off-site for treatment, storage or disposal.
- Treated or disposed of on-site (unless exempt).



You don't have to count:

- Spent lead acid batteries that will be sent off-site for reclamation.
- Used oil that has not been mixed with hazardous waste and is recycled on or off-site.
- Petroleum Contact Water (PCW) managed in accordance with Chapter 62-740, Florida Administrative Code (F.A.C.)
- Waste antifreeze that is recycled in accordance with DEP guidelines.
- Hazardous waste batteries, pesticides, and mercury lamps and devices managed in accordance with the EPA Universal Waste Rule (40 CFR Part 273) and Chapter 62-737, F.A.C.

The online version of this book includes hyperlinks to additional information regarding universal waste, used oil, rules and various fact sheets. Visit "Publications and Reports" on this page:
<http://www.dep.state.fl.us/waste/categories/shw/default.htm>

Hazardous Waste Generator Categories

Conditionally Exempt Small Quantity Generator (CESQG) Limits

In any one calendar month, a CESQG generates:

- no more than 100 kilograms (220 pounds—about half a 55-gallon drum or about 25 gallons)*

or

- no more than 1 kilogram (2.2 pounds) of an **acute hazardous waste** (e.g. arsenic and cyanide compounds),

and

- never accumulates more than 1,000 kilograms (2,200 pounds) of hazardous waste at any time.

no more than



In any one month

Small Quantity Generator (SQG) Limits

In any one calendar month, a SQG generates:

- more than 100 kilograms (220 pounds) but less than 1,000 kilograms (2,200 pounds), which is about one-half to five 55-gallons drums,

and

- never accumulates more than 6,000 kilograms (13,200 pounds) of hazardous waste at any time.
- Does not store hazardous waste more than 180 days.

less than



in any one month

Large Quantity Generator (LQG) Limits

In any one calendar month, a LQG generates:

- more than 1,000 kilograms (2,200 pounds), which is approximately five full 55-gallons drums,

or

- more than 1 kilogram (2.2 pounds) of acute hazardous wastes.

and

- Does not store hazardous waste more than 90 days.

more than



in any one month

A generator is a CESQG if it generates no more than 100 kilograms (220 pounds) of hazardous waste in any calendar month. If it exceeds the 100 kilograms per month or accumulates 1,000 kilograms (2,200 pounds) at any one time, it is subject to the requirements of a small quantity generator. A CESQG, while not subject to manifesting requirements, is still responsible for the proper management of its hazardous waste. One option is to ship hazardous waste to an authorized treatment, storage, or disposal facility. Also, some counties have hazardous waste collection centers that will accept hazardous waste from conditionally exempt small quantity generators for a reduced fee during scheduled collections. Contact your solid waste agency or DEP for more information (page 20).

*These volume limits are based on the weight of water (8 pounds/gallon) and are only provided for the purpose of estimating generator status. Heavier wastes like heavy metal sludges (20 pounds/gallon) and chlorinated solvents such as perchloroethylene, freon, and trichloroethylene (12-13.5 lb./gallon) need to be evaluated based on their actual weight per gallon.

How Can I Properly Manage My Hazardous Waste?

Inventorying, accumulation limits, preparing emergency procedures and prevention plans, and proper storage and handling are all part of good waste management practices. This chapter will describe these practices.

Be mindful of all wastes you generate

The amount of hazardous waste you generate will determine which regulations you are subject to.

The following management requirements are primarily for the small quantity generator but are recommended for the conditionally exempt small quantity generator.

As part of responsible management, maintain a written record of the first date of accumulation, and the amount, type and number of containers of each hazardous waste you generate.

Place each waste type in separate containers. Do not mix different wastes together because doing so can increase the cost of identifying, testing, disposing or recycling the contents.



Limits to waste accumulation

As a small quantity generator, you are allowed to store a maximum of up to 6,000 kilograms (13,200 pounds) of hazardous waste on-site or if you accumulate any amount of hazardous waste for longer than 180 days. Allow ample time before the expiration date to make arrangements for disposal with a hazardous waste transporter.

You will be subject to more stringent requirements if at any time you accumulate or store more than 6,000 kilograms of hazardous waste on-site for longer than 180 days. Exceeding these limits can require permits and/or lead to enforcement actions if a facility does not adhere to all the requirements.

What is Preparedness and Prevention?

If you accumulate hazardous waste on-site, these guidelines must be followed.

Preparedness and Prevention Requirements:

- Maintain and operate your business to minimize the possibility of fire, explosion, or any unplanned release of hazardous waste into the environment.
- Be equipped with a telephone or similar communication device to summon help.
- Have fire extinguishers and spill control equipment on hand. This equipment must be tested and maintained to assure proper functioning.
- All persons involved in the handling of hazardous waste must have immediate access to either internal or external alarm or communication equipment.
- Maintain sufficient aisle space to allow the unobstructed movement of personnel and equipment in case of an emergency.
- Familiarize police, fire departments, state emergency response teams, and hospitals with the types of waste handled at your facility.

What are Contingency Plans and Emergency Procedures?

Small quantity generators are required to develop a modified contingency plan and emergency procedures. These requirements are intended to ensure that your employees are adequately prepared to handle hazardous waste and to respond to any emergencies that might arise.



Contingency Plans and Emergency Procedures Requirements:

- An emergency coordinator must be on-site or on call at all times.
- Next to the telephone, post the name and phone number of the emergency coordinator, the location of fire extinguishers and spill control material, and the phone number of the fire department.
- Ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures.
- The designated emergency coordinator must respond to any emergencies that arise.
- When an emergency occurs that is serious enough to warrant help from the fire department (or if you have knowledge of a hazardous waste spill that could threaten the public health or the environment), you must:
 - √ Notify the Division of Emergency Management State Warning Point with Department of Community Affairs, 1-800-320-0519.
 - √ File a report with the appropriate DEP district office.
 - √ Notify the National Response Center, 1-800-424-8802.

Storage Containers

When handling and storing hazardous waste, you should establish good housekeeping practices to avoid possible spills. The following are requirements for handling storage containers:

- Containers must be in good condition.
- Replace leaking containers.
- Containers must be compatible with the hazardous waste stored in them, and must meet U.S. Department of Transportation standards.
- Containers holding hazardous waste must be closed during storage.
- Do not handle containers in a haphazard way that could cause leaking or rupture.
- Inspect containers at least weekly to check for leaks, labels, and signs of corrosion.
- Keep inspection records at least three years.
- Incompatible wastes must not be placed in the same container. This can cause fires, leaks or other reactions.
- Mark each container with the date that you first begin storing waste in the container and with the words "Hazardous Waste."

Storage Tanks

If you store hazardous waste in tanks, contact your DEP district office (see back cover) for additional tank management guidelines. As a general practice, DEP recommends that you do not store hazardous waste in tanks!



How Do I Manifest and Transport My Hazardous Waste?

Disposal of hazardous waste in solid waste landfills is prohibited in Florida. You must ship it to a permitted hazardous waste recycling, treatment, storage, or disposal facility. This chapter will assist you in completing a hazardous waste manifest, packaging and shipping waste, and selecting a permitted facility.

The Uniform Hazardous Waste Manifest

The Uniform Hazardous Waste Manifest (page 18) is a special shipping document that must accompany hazardous waste shipments. The State of Florida requires the use of this manifest except when hazardous waste is recycled (see Reclamation Agreement, page 16).

Items #1-15 are completed by the generator.

Item #1 Your EPA/DEP identification Number

Item #3 Your Emergency Response Phone Number

Item #5 Generator Name and Address

Enter your name, address and telephone number.

Item #6 Transporter and its EPA ID Number

Item #8 Designated Facility Name, Site Address, EPA ID Number and Phone Number

Enter the company name, site address, EPA ID number, and phone number of the facility to which you are shipping the waste listed on the manifest. The address must be the site address, which may be different from the company mailing address.

Items #9a & b U.S. Department of Transportation (DOT) Description

Enter the U.S. DOT proper shipping name, hazard, class and UN/NA (United Nations/North American) number for each waste being shipped (see 49 CFR Parts 171 -177). The transporter or the facility to which you are shipping the waste may be able to help you determine this information; however, it is your responsibility to correctly fill out the manifest.

Item #10 Containers

Enter the number of containers for each waste and the appropriate abbreviation for the type of container.

DM	metal drums, barrels, kegs	DT	dump truck
DW	wooden drums, barrels, kegs	CY	cylinders
DF	fiberboard, plastic drums,	CM	metal boxes, cartons, cases, barrels, kegs
TP	tank portable	CW	wood boxes, cartons, cases
TT	cargo tanks (tank trucks)	CF	fiber or plastic boxes, cartons, cases
TC	tank cars	BA	burlap cloth, paper or plastic bags

Item #11 Total Quantity

Enter the total quantity of waste described on each line. Your measurement must include the weight of the container when discarded. Do not use fractions or decimals; round off to the next whole number.

Item #12 Units of Measure (Weight/Volume)

Enter the appropriate abbreviation for the unit of measure for each quantity entered under Item #13.

G	gallons	L	liters
P	pounds	K	kilograms
T	tons (2000 pounds)	M	metric tons (1000 kilograms)
Y	cubic yards	N	cubic meters

Items #13 EPA Waste Codes

Enter the specific EPA waste number(s) for each waste. These numbers and associated wastes are listed in 40 CFR Part 261.

Item #14 Special Handling Instructions and Additional Information

Item #15 Generator's/Offeror's Certification

Item #16 International Shipments

This section is to be completed if the shipment is for international export or import.

Item #17

Transporter acknowledges receipt of waste.

Item #18 Discrepancy

Item #19 Hazardous Waste Report Management Method Codes

The designated facility will enter the handling codes in box 19.

H010	metals recovery (for reuse)	H07(1-7)	aqueous inorganic treatment
H020	solvents recovery	H08(1-3)	aqueous organic treatment
H039	other recovery	H10(1-3)	sludge treatment
H040	incineration	H11(1-2)	stabilization
H050	energy recovery (reuse as a fuel)	H12(1-4,9)	physical/other treatment
H061	fuel blending	H13(1-5)	disposal
		H141	transfer facility storage

Packaging and Labeling

When hazardous wastes are shipped off-site, the packaging and labeling of these wastes must meet the U.S. Department of Transportation (DOT) shipping requirements.

The generator may consult the product manufacturer or the transporter for packaging and labeling information. The transporter may also provide packaging of the waste as a service to the generator as part of the transportation cost.

Specific packaging and labeling requirements are listed in 49 CFR Parts 171-179. Each container must display the appropriate diamond-shaped DOT label. These labels correspond to DOT hazardous material classifications: flammable, corrosive, reactive, and toxic.

Each container **must** be marked with the following:

- "Hazardous Waste - Federal Law Prohibits Improper Disposal. If found, contact the nearest police or public safety authority or the U.S. Environmental Protection Agency."
- Generator's Name and Address
- Manifest Document Number
- Appropriate DOT placards

Trade Association

Your trade association can be a good source of information on hazardous waste management practices. It can provide you assistance in handling, packaging, and labeling your waste. Some publish periodic newsletters that can include tips on properly managing your hazardous waste.



Land Disposal Restrictions

Land disposal of any hazardous waste is prohibited until it has been treated to meet federal treatment standards. The 100-1,000 kilograms per month small quantity generator must send a one-time signed notification to the hazardous waste facility receiving the hazardous waste that the waste does not meet the treatment standard, or must send a one-time signed notification to the facility saying that the waste meets the treatment standard. An updated notification is required only if the generator's waste or the receiving facility changes. The notification or certification can be attached to the manifest.

Dilution of a hazardous waste to avoid the required treatment is prohibited. All notices, certifications, analysis, and other documentation required by 40 CFR Part 268.7(a) must be retained on-site for at least three years.

In addition, if you treat or recycle accumulated hazardous waste on-site, you must comply with additional waste analysis, record keeping, notification and certification requirements. Residuals from treating listed hazardous waste (such as solvent still bottoms) are still listed hazardous waste when shipped off-site for disposal. A hazardous waste that is not listed may be treated to remove the hazardous waste characteristic, but the generator must have a waste analysis plan and must determine whether or not the waste meets treatment standards when shipping it off-site. The waste may require additional treatment before land disposal is allowed. If the waste requires additional treatment, you must notify the facility receiving the waste that land disposal restrictions apply. If you claim the waste meets treatment standards, you must sign a written certification statement and submit a copy to the Department, along with a statement identifying the solid waste facility receiving the treated hazardous waste.

Reclamation Agreement

If your spent hazardous waste is recycled, it may be exempt from manifesting requirements if you and your recycler have a reclamation agreement meeting these conditions.

- You must have a written agreement with a recycler to collect and reclaim specified waste and to deliver regenerated material back to you on a specified schedule.
- The recycler must own and operate the vehicle that is used for transporting the waste and regenerated material.
- Either you or the recycler must retain ownership of the waste.
- You and the recycler must retain a copy of the contractual agreement and a copy of each shipping document.



Selecting a Transporter

When selecting a transporter, you need to know if the transporter has obtained an EPA identification number and if the proper liability insurance coverage (as required by DEP) has been obtained. Confirm this information by contacting DEP's Hazardous Waste Regulation Section (see Data Reports on Hazardous Waste Regulation Section website).

Small quantity generators can contract with a transporter that does "milk runs." These milk runs are scheduled by the transporter to pick up shipments of hazardous waste from several small quantity generators within a given area.



Selecting a Recycling, Treatment or Disposal Facility

Your transporter can provide you with a choice of recycling, treatment or disposal facilities. Verify the facility is permitted to receive your waste by contacting DEP's Hazardous Waste Regulation Section. Without verification, you take a risk that your waste may be disposed of improperly or having your shipment refused by the disposal facility and returned to you. As the generator of a hazardous waste, you are responsible for it from the time it is generated until it is ultimately disposed (cradle to grave).

May I Handle My Wastes on My Own Property Rather Than Ship Them Away for Disposal?

Small quantity generators may never burn or evaporate hazardous waste, or dispose of it on-site at their facilities. Hazardous waste may not be put into the trash, on the ground, into a stormwater system, or into any surface water. These types of treatment or disposal are either prohibited or require specific hazardous waste permits from the Department. Small quantity generators may recycle wastes or conduct some types of treatment in tanks or containers, but must comply with waste analysis and record keeping requirements under the land disposal restrictions. A hazardous waste may still be a hazardous waste even if the facility performs allowed on-site treatment. Contact the DEP district office in your area for more information.



Uniform Hazardous Waste Manifest

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator ID Number		2. Page 1 of		3. Emergency Response Phone		4. Manifest Tracking Number							
		5. Generator's Name and Mailing Address Generator's Site Address (if different than mailing address)													
GENERATOR		Generator's Phone:													
		6. Transporter 1 Company Name						U.S. EPA ID Number							
TRANSPORTER		7. Transporter 2 Company Name						U.S. EPA ID Number							
		8. Designated Facility Name and Site Address						U.S. EPA ID Number							
DESIGNATED FACILITY		Facility's Phone:													
		9a. HM		9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))		10. Containers No. Type		11. Total Quantity		12. Unit Wt./Vol.		13. Waste Codes			
INT'L		1.													
		2.													
		3.													
		4.													
DESIGNATED FACILITY		14. Special Handling Instructions and Additional Information													
		15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.													
DESIGNATED FACILITY		Generator's/Offeror's Printed/Typed Name						Signature		Month		Day		Year	
		16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of entry/exit: Date leaving U.S.:													
DESIGNATED FACILITY		17. Transporter Acknowledgment of Receipt of Materials													
		Transporter 1 Printed/Typed Name						Signature		Month		Day		Year	
DESIGNATED FACILITY		Transporter 2 Printed/Typed Name						Signature		Month		Day		Year	
		18. Discrepancy													
DESIGNATED FACILITY		18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection													
		Manifest Reference Number: U.S. EPA ID Number													
DESIGNATED FACILITY		18b. Alternate Facility (or Generator) Facility's Phone:													
		18c. Signature of Alternate Facility (or Generator)						Month		Day		Year			
DESIGNATED FACILITY		19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)													
		1.		2.		3.		4.							
DESIGNATED FACILITY		20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a													
		Printed/Typed Name						Signature		Month		Day		Year	

EPA Form 8700-22 (Rev. 3-05) Previous editions are obsolete.

DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)

Summary of Regulations for Generators of Hazardous Waste

	Conditionally Exempt Small Quantity Generator (CESQG)	Small Quantity Generator (SQG)	Large Quantity Generator (LQG)
Quantity Limits	<100 kilograms/month, <1 kilogram acute 261.5(a); 261.5(e)(c)	between 100-1,000 kilograms/month §262.34(d)	> 1,000 kilograms/month §262.34(d), >1 kilogram/month of acute hazardous waste §262.34, 261.5(e)
EPA ID Number	Not required §261.5	Required §262.12	Required §262.12
On-Site Accumulation Quantity	<1,000 kilograms <1 kilogram acute §261.5	< 6,000 kilograms §§261.5(f)(2) and (g)(2)	No Limit
Accumulation Time Limits	None §261.5	<180 days §262.34 (d)	<90 days §262.34(B)
Storage Requirements	Prevent evaporation or spills §261.5	Basic requirements with management standards for tanks or containers §§262.34(d)(2) and (3) §§261.5(f)(3) and (g)(3)	Full compliance for management of tanks, containers, drip pads, or containment buildings §262.34(a)
Off-site Management of Waste	State approved or RCRA Permitted facility §261.5	RCRA permitted facility §262.20(b)	RCRA permitted facility §262.20(b)
Manifest	Not required §261.5	Required §262.20	Required §262.20
Biennial Report	Not required §261.5	Not required §262.44	Required §262.41
Personnel Training	Not required §261.5	Basic training required §262.34(d)(5)(iii)	Required §262.34(a)(4) and 40 CFR 265.16
Contingency Plan	Not required §261.5	Basic plan §262.34(d)(5)	Full plan required §262.34(a)(4)
Emergency Procedures	Not required §261.5	Required §262.34(d)(5)	Required §262.34(a)(4) and 40 CFR 265 Subpart D
DOT Transport Requirements	Yes (as required by DOT)	Yes §§262.30-262.33	Yes §§262.30-262.33

Florida State Resources

24-Hour State Spill Reporting Center

Florida Department of Community Affairs
Point of contact for reporting spills and other hazardous materials incidents.

Phone: 800-320-0519, 850-413-9911 (Emergencies Only), 850-413-9900 (Non-emergencies)

<http://www.floridadisaster.org/Response/Operations/swp.htm>

National Response Center 800-424-8802

Florida Department of Environmental Protection (DEP)

District offices and the Tallahassee office offer technical assistance, fact sheets and other publications on hazardous waste and used oil regulations.

FDEP - Hazardous Waste Regulation Section

Phone: 800-741-4337 or 850-245-8707

Fax: 850-245-8810

Hazardous Waste and Used-Oil/Special Wastes

Transporters. Phone: 800-741-4337 or 850-245-8707

Hazardous Waste: <http://www.dep.state.fl.us/waste/categories/hazardous/default.htm>

Used-Oil: http://www.dep.state.fl.us/waste/categories/used_oil/default.htm

Mercury: <http://www.dep.state.fl.us/waste/categories/mercury/default.htm>

DEP - Office of Citizen Services

Acts as a liaison between the public and the FDEP, assists with referrals, answers general questions about the Department and its programs, and helps callers locate the appropriate office so they aren't transferred from office to office.

Phone: 850-245-2118

<http://www.dep.state.fl.us/secretary/ps/default.htm>

DEP - Florida Small Business Environmental Assistance Program

The Small Business Assistance Program helps businesses with environmental concerns and problems related to compliance with air regulations. Assistance is confidential and staff experts have business experience.

Phone: 800-722-7457 or 800-SBAP-HLP

<http://www.dep.state.fl.us/air/emission/sbeap.htm>

Florida Department of Transportation (DOT)

Motor Carrier Compliance Labeling &

Packaging Information

Phone: Toll Free 866-374-FDOT(3368) or 850-414-4100

<http://www.dot.state.fl.us>

Federal Resources

24-Hour National Spill Reporting Center National Response Center

Phone: 800-424-8802 or 202-267-2180

<http://www.nrc.uscg.mil>

Department of Transportation (DOT) Hotline

Office of Hazardous Materials Safety

Pipeline and Hazardous Materials Safety Administration

400 7th Street, SW,

Washington, DC 20590-0001

Phone: 202-366-4488 or 800-467-4922

Fax: 202-366-3753

<http://phmsa.dot.gov/hazmat>

Answers questions on matters related to DOT's hazardous materials transportation regulations.

NIOSH - National Institute for Occupational Safety and Health

Phone: 800-356-4674

<http://www.cdc.gov/niosh/homepage.html>

OSHA - Occupational Safety & Health Administration

Phone: 800-321-OSHA (6742)

<http://www.osha.gov/>

U.S. Environmental Protection Agency (EPA)

U.S. EPA - Compliance Assistance Centers

1200 Pennsylvania Ave, NW,
Washington, DC 20460
Phone: 202-564-2280
<http://www.epa.gov/compliance/assistance/index.html>
<http://www.epa.gov/compliance/assistance/sectors/motorvehicle.html>
The EPA has published a series of industry-specific guidelines and handbooks on preventing pollution and complying with hazardous waste regulations.

U.S. EPA - Emergency Planning and Community Right-to-Know

Phone: 703-412-9810
<http://epa.gov/superfund/contacts/infocenter/index.htm>
Facilities that store, use, or release certain chemicals, are subject to various reporting requirements. Reported information is then made publicly available so that interested parties may become informed about potentially dangerous chemicals in their community.

U.S. EPA - Environmental Protection Agency Headquarters Library

1200 Pennsylvania Ave, NW. IRC (3404)
Washington, DC 20460
Phone: 202-566-0556; Fax: 202-566-0562
<http://www.epa.gov/natlibra/ols.htm>(on-line library)
Maintains environmental reference materials for EPA staff and the general public, including books, journals, abstracts, newsletters, and audio-visual materials generated by government agencies and the private sector.

U.S. EPA - Pollution Prevention Information Clearinghouse (PPIC)

1200 Pennsylvania Ave, NW (7407T)
Washington, DC 20460
Phone: 202-566-0799; Fax: 202-566-0794;
E-mail: ppic@epa.gov
<http://www.epa.gov/opptintr/ppic/index.htm>
Provides a library and an electronic bulletin board dedicated to information on pollution prevention.

U.S. EPA - RCRA Docket Information Center (RIC)

RCRA Docket Information Center
1200 Pennsylvania Ave, NW (5305W)
Washington, DC 20460
Phone: 202-566-0270; Fax: 202-566-0272;
E-mail: rcra-docket@epa.gov
<http://www.epa.gov/epawaste/index.htm>
Provides public access to all regulatory materials on solid and hazardous waste and distributes technical and non-technical information on solid and hazardous waste.

U.S. EPA - RCRA in Focus Vehicle Maintenance

You can view the this document online at:
<http://www.epa.gov/epawaste/index.htm>

U.S. EPA - Region IV (AL, FL, GA, KY, MS, NC, SC, TN)

Atlanta Federal Center
61 Forsyth Street, SW,
Atlanta, GA 30303
Phone: 800-241-1754 or 404-562-9900
Fax: 404-562-8174
<http://www.epa.gov/region4>

U.S. EPA - Small Business Ombudsman Clearinghouse/Hotline

1200 Pennsylvania Ave, NW (1808T)
Washington, DC 20460
Phone: 800-368-5888 or 202-566-2816
Fax: 202-566-2848
<http://www.epa.gov/sbo>
Helps private citizens, small businesses, and smaller communities with questions on all program aspects within EPA.

U.S. EPA - Waste Information Resources

<http://www.epa.gov/epawaste/index.htm>
Provides a consolidated group of web links for many aspects of waste management, including regulations, database queries, and compliance assistance to small businesses.

Florida Local Hazardous Waste Program Contact List

Alachua County

201 SE 2nd Avenue, #201
Gainesville, FL 32601-6813
Bus: (352) 264-6806
Bus Fax: (352) 264-6852

Apalachee Regional Planning Council

Contracted Counties: Calhoun, Franklin, Gulf,
Jackson, Jefferson, Liberty, Wakulla
20776 Central Avenue East, Suite 1
Blountstown, FL 32424
Bus: (850) 488-6211
Bus Fax: (850) 674-4574

Bay County

11411 Landfill Road
Panama City Beach, FL 32413
Bus: (850) 236-2213
Bus Fax: (850) 233-5053

Brevard County

2725 Judge Fran Jamieson Way, Building A
Viera, FL 32940
Bus: (321) 633-2017, ext 1

Broward County

Pollution Prevention, Remediation
and Air Quality Division
1 North University Drive, Suite 102
Plantation, FL 33324
Bus: (954) 519-1259
Bus Fax: (954) 765-4804

Central Florida Regional Planning Council

Contracted Counties: Hardee, Okeechobee, Desoto
555 East Church Street
Bartow, FL 33830-3931
Bus: (863) 534-7130

Charlotte County

25550 Harborview Road, Unit 2
Port Charlotte, FL 33980
Bus: (941) 764-4386
Bus Fax: (941) 764-4399

Clay County

PO Box 578
1305 Idelwild Avenue
Green Cove Springs, FL 32043
Bus: (904) 284-6341

Citrus County

230 West Gulf to Lake Highway
Lecanto, FL 34461
Bus: (352) 527-7670
Fax: (352) 527-5303

Collier County

3301 East Tamiami Trail
Naples, FL 34112
Bus: (239) 252-2502
Bus Fax: (239) 252-2574

Dade County

Industrial Facilities Section
701 NW 1st Court, 7th Floor
Miami, FL 33136
Bus: (305) 372-6685
Fax: (305) 372-6410

Duval County

117 West Duval Street, Suite 225
Jacksonville, FL 32202
Bus: (904) 255-7137
Bus Fax: (904) 630-3638

Flagler County

1769 East Moody Boulevard
Bunnell, FL 32110
Bus: (386) 517-2075

Escambia County

13009 Beulah Road
Cantonment, FL 32533-8831
Bus: (850) 937-2156
Bus Fax: (850) 937-2152

Gadsden County

18216 Blue Star Highway
Quincy, FL 32351
Bus: (850) 875-8662

Glades County

1926 Victoria Avenue
Ft. Myers, FL 33901
Bus: (239) 338-2550
Bus Fax: (239) 338-2560

Hendry County

Solid Waste Department
3300 Utility Drive
LaBelle, FL 33935
Bus: (863) 675-5252
Bus Fax: (863) 675-5259

Hernando County

14450 Landfill Road
Brooksville, FL 34614
Bus: (352) 754-4112

Highlands County

Emergency Operations Center (E.O.C.)
6850 George Boulevard
Sebring, FL 33875
Bus: (863) 385-1112
Bus Fax: (863) 402-7400

Hillsborough County

3629 Queen Palm Drive
Tampa, FL 33619
Bus: (813) 627-2600, x1315

Indian River County

1900 27th Street
Vero Beach, FL 32960
Bus: (772) 794-7440
Bus Fax: (772) 794-7447

Lake County

13130 Astatula Landfill Road
Tavares, FL 32778
Bus: (352) 343-3776 x1669

Lee County

190 Evergreen Road
Fort Myers, FL 33903
Bus: (239) 652-6126
Bus Fax: (239) 652-6017

Leon County

3805 Springhill Road
Tallahassee, FL 32310-6502
Bus: (850) 891-1227
Bus Fax: (850) 891-1062

Manatee County

PO Box 1000
202 6th Avenue East
Bradenton, FL 34208
Bus: (941) 742-5980

Marion County

5601 SE 66th Street
Ocala, FL 34480
Bus: (352) 671-8477
Bus Fax: (352) 671-8505

Martin County

2378 SE Ocean Boulevard
Stuart, FL 34995
Bus: (772) 288-5700

Monroe County

13367 Overseas Highway
Marathon, FL 33050
Bus: (305) 289-2721
Bus Fax: (305) 289-2722

North Central Florida Regional Planning Council

Contracted Counties: Bradford, Columbia, Dixie,
Gilchrist, Hamilton, Lafayette, Madison,
Suwannee, Union
2009 NW 67th Place
Gainesville, FL 32653-1603
Bus: (352) 955-2200
Bus Fax: (352) 955-2209

Northeast Florida Regional Planning Council

Contracted Counties: Baker, Nassau
6850 Belfort Oaks Place
Jacksonville, FL 32216
Bus: (904) 279-0885, x113
Bus Fax: (904) 279-0881

Okaloosa County *(See West FL Regional Planning Council)*

84 Ready Avenue
Fort Walton Beach, FL 32548
Bus: (850) 651-7394

Orange County

800 Mercy Drive
Orlando, FL 32808
Bus: (407) 836-1414
Bus Fax: (407) 836-1499

Osceola County

750 South Bass Road
Kissimmee, FL 34744
Bus: (407) 962-1101

Palm Beach County

800 Clematis Street
West Palm Beach, FL 33402
Bus: (561) 837-5900

Pasco County

Government Complex
7530 Little Road
New Port Richey, FL 34654
Bus: (727) 847-8041 x8718
Bus Fax: (727) 596-8064

Pinellas County

3095 114th Avenue North
St. Petersburg, FL 33716
Bus: (727) 464-7505

Polk County

10 Environmental Loop South
Winter Haven, FL 33880
Bus: (863) 284-4319 x203
Bus Fax: (863) 284-4321

Putnam County

410 South State Road 19
Palatka, FL 32177
Bus: (386) 329-0464
Bus Fax: (386) 329-0897

Sarasota County

8750 Bee Ridge Road
Sarasota, FL 34241
Bus: (941) 861-5000

Seminole County

1950 State Road 419
Longwood, FL 32750
Bus: (407) 665-2261

St. Johns County

3005 Allen Nease Road
Elkton, FL 32033
Bus: (904) 827-6980

St. Lucie County

Baling & Recycling Facility
6120 Glades Cut-Off Road
Ft. Pierce, FL 34981
Bus: (772) 462-1624
Bus Fax: (772) 462-6987

Sumter County

Sumter County Sheriff's Office
1010 North Main St
Bushnell, FL 33513
Bus: (352) 793-0212

Taylor County

Taylor County Solid Waste
3750 Highway 98 West
Perry, FL 32347
Bus: (850) 838-3539
Bus Fax: (850) 838-3538

Volusia County

123 West Indiana Avenue, Room 202
Deland, FL 32720
Bus: (386) 736-5927 x2073
Bus Fax: (386) 740-5193
Cell: (386) 878-6198

Walton County

Emergency Management and Public Safety Com-
munications Division 75 South Davis Lane
DeFuniak Springs, FL 32435
Bus: (850) 892-8065

West Florida Regional Planning Council

Contracted Counties: Holmes, Okaloosa,
Santa Rosa, Washington, Walton
4081 East Olive Road, Suite A
Pensacola, FL 32514
Bus: (850) 332-7976 x210

Withlacoochee Regional Planning Council

Contracted Counties: Levy
1241 SW 10th Street
Ocala, FL 34471-0323
Bus: (352) 732-1315 x228
Bus Fax: (352) 732-1319

Other Resources:

Environmental Yellow Pages, Inc.

PO Box 771375

Coral Springs, Florida 33077

Phone: 800-451-1458

Fax: 954-970-4471

<http://www.enviroyellowpages.com/>

Provides information on education, reference, health, environmental products and professional services in the environmental industry.

Florida Waste Exchange

2848 N. State Road #7

Hollywood, Florida 33021

Phone: 954-967-0011; or

Toll Free: 877-663-5336;

Fax: 954-989-3377

<http://www.wastexchange.com/cgi-bin/freexchange.cgi?gid=100240>

A for-profit research service that locates outlets for hazardous and non-hazardous waste.

Global Recycling Network

PO Box 24017

Guelph, Ontario, Canada N1E6V8

Phone: 519-658-9580

<http://grn.com/grn/>

A free-access public site for recycling-related information.

Greenlink

PO Box 26741

Overland Park, Kansas 66225-6741

Phone: 888-GRN-LINK (476-5465)

<http://www.ccar-greenlink.org/>

CCAR-GreenLink® is the National Automotive Environmental Compliance Assistance Center. The site contains environmental compliance and pollution prevention information related to the automotive industry.

SAGE: Solvent Alternatives Guide

Phone: 919-541-6747

<http://www.p2pays.org/ref/19/18161/altern.cfm.htm>

A guide to pollution prevention information on solvent and process alternatives for part cleaning and degreasing.

Waste Exchange

The Southern Waste Information eXchange (SWIX)

P.O. Box 960

Tallahassee, Florida 32302

Phone: 800-441-7949

Fax: 850-386-4321

Email: Gene Jones: gene@swix.ws or

Ray Moreau: ray@swix.ws

<http://www.wastexchange.org/>

A source of information concerning recycled products, the availability of and demand for waste materials, and waste management services and products.

Material Safety Data Sheet (MSDS) Sites

MSDS Search, Inc..

Phone: 615-824-0712

Toll Free: 877-673-7123

Fax: 615-822-5989

<http://www.msdssearch.com/>

Safety Information Resources, Inc.

<http://hazard.com/msds/index.php>

Email: Ralph Stuart: rstuart@siri.org

Chemical Abstracts Service (fee-based)

Phone: 800-631-1884

<http://www.cas.org>

Northeast District

Northwest District

**Northwest District
Main Office**

160 Governmental Center
Pensacola, FL 32502-5794
850-595-8300

**Northwest District
Branch Office**

2353 Jenks Ave.
Panama City, FL 32405
850-872-4375

**Northwest District
Branch Office**

3800 Commonwealth Blvd.
Tallahassee, FL 32399
850-245-2984

Northeast District

7825 Baymeadows Way
Suite B200
Jacksonville, FL 32256-7577
904-256-1700

Central District

3319 Maguire Blvd.
Suite 232
Orlando, FL 32803-3767
407-897-2966

Southwest District

13051 N Telecom Parkway
Temple Terrace, FL 33637-0926
813-632-7600

 DISTRICT &
BRANCH OFFICES

Southwest District

Southeast District

400 N. Congress Ave.
Suite 200
West Palm Beach, FL 33401
561-681-6600

**Southeast District
Branch Office**

1801 SE Hillmoor Drive
Suite C-204
Port St. Lucie, FL 34952
772-380-1260

South District

2295 Victoria Ave. Suite 364
P.O. Box 2549
Ft. Myers, FL 33901-3881
239-344-5600

**South District
Branch Office**

**2706 Overseas Highway
Suite 221
Marathon, FL 33050-4278
305-289-7070**

Central District

South District

Southeast District

